



**CITY COUNCIL MEETING MINUTES ~ APPROVED
MARCH 9, 2017 AT 7:00 PM**

City Hall ~ 82877 Spruce St., Westlake, OR

These proceedings of the Dunes City Council were recorded and are on file at Dunes City Hall. Upon approval by the City Council, these minutes will be available online at www.DunesCity.com

1. CALL TO ORDER

Council President Sheldon Meyer called the March 9th, 2017, meeting of the Dunes City Council to order at 7:00 pm.

2. ROLL CALL

Roll Call was taken by City Administrator/Recorder, Jamie Mills.

Present: Council President Sheldon Meyer, Councilor Robert Forsythe, Councilor Duke Wells, Councilor Tom Mallen, and Councilor Robert Orr.

Absent and Excused: Mayor Rebecca Ruede and Councilor Alan Montgomery.

Also Present: Administrative Assistant Rapunzel Oberholtzer and *Siuslaw News* community reporter Mark Brennan.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Councilor Wells made a motion to approve the Agenda. Councilor Mallen seconded the motion. The motion passed by unanimous vote.

5. APPROVAL OF THE CONSENT AGENDA

Councilor Wells made a motion to approve the Consent Agenda. Councilor Mallen seconded the motion. The motion passed by unanimous vote.

City Administrator/Recorder Mills distributed copies of the preliminary budget to Councilors for reference later in the meeting.

6. ANNOUNCEMENTS / CORRESPONDENCE

Council President Meyer read aloud from the list of announcements included on the Agenda.

- A. Volunteer of the Year nominations are now open. Please submit your nomination for Dunes City Volunteer of the Year online at dunescityhall.com under the permits tab, or just come by City Hall.
- B. Reminders to City Councilors and Planning Commission members: Your Annual Statement of Economic Interest must be filed online with the State Ethics Commission when the website opens at the end of March, but before April 15th.
- C. The Oregon Dunes Triathlon and Duathlon is scheduled to take place on Saturday, May 13th! If you want to volunteer to help out for a few hours that day, give us a call at City Hall.

City Administrator/Recorder Mills referred Councilors to a copy of an email from Diana Alldredge of the Poverty and Homelessness Board that was distributed prior to the start of the meeting. She noted that the Board is seeking a rural elected official to serve on the Board and pointed out that the email provided instructions for applicants and a copy of the application.

7. CITIZEN INPUT

There was none.

8. OLD BUSINESS

A. Oregon Dunes Triathlon and Duathlon – Volunteer Organization Award

City Administrator/Recorder Mills explained that in the past Dunes City has offered a \$250 cash prize to the organization that brings the most volunteers to the event. She asked if the Council wanted to continue the practice with the same amount of cash or change the amount of the incentive.

In discussion, it was noted that the incentive appears to be an effective inducement to bring volunteers to the event. Councilors agreed to continue with the cash award in the same amount.

Councilor Orr made a motion to offer a cash award in the amount of \$250. Councilor Mallen seconded the motion. The motion passed with three votes in favor (Councilors Orr, Mallen and Forsythe) and one vote opposed (Councilor Wells).

B. Siltcoos River Dam Portage

Council President Meyer referred Councilors to a copy of an email from Blake Helm, the DSL Proprietary Waterway Coordinator for our area, that was included in the Councilors' meeting packets. He noted that without a public facility license to operate the portage Dunes City is technically trespassing and DSL may levy financial penalties on the City for

failure to comply with the license requirements. He explained that his contention, and also the Mayor's, is to pay the \$350 license fee and buy some time for Dunes City to find some alternatives for operating the portage.

City Administrator/Recorder Mills explained that she had met with Representative Caddy McKeown to discuss the portage issue. Since that meeting she has learned that Representative McKeown is actively looking for a state or federal agency to clean up the river below the dam. Representative McKeown will follow up.

Council President Meyer pointed out that the \$350 license fee would give the City five years to find a way to out of responsibility for operating the portage. He noted that the Council should act quickly to avoid fines levied against Dunes City.

Councilor Orr made a motion to pay the \$350 license fee. Councilor Mallen seconded the motion. The motion passed by unanimous vote.

9. NEW BUSINESS

A. Set Budget Committee Meeting

Council President Meyer referred Councilors to their copies of the budget document that City Administrator/Recorder Mills distributed at the beginning of the meeting and noted that it would be helpful in starting budget discussions. He explained that Mayor Ruede might be well enough to attend meetings in April and, if so, she would want to be involved in budget discussions.

City Administrator/Recorder Mills pointed out that once the proposed budget and the Budget Message is introduced, the Budget Committee is supposed to meet weekly until the budget is approved. She suggested that the Committee could hold a preliminary meeting to familiarize themselves with the budget document. Council President Meyer agreed and suggested scheduling a preliminary meeting before beginning the formal budget discussions.

After discussion, Councilors agreed to a preliminary budget meeting on Thursday, March 30th at 3:00 pm.

B. Copyright Infringement Notice

City Administrator/Recorder Mills referred Councilors to a copy of her letter to the law firm Evans & Dixon LLC that was distributed prior to the start of the meeting. She explained that the letter was the City's response to the firm's letter informing the City of a copyright infringement for the use of its client's fish illustrations on the City's website. She noted that the City's insurance does not cover copyright infringement. She also noted that City Attorneys reviewed the letter before she mailed it, and City Attorneys are hopeful that the letter will assure the firm's client that the City is not making money from using the illustration—they are used only for educational purposes.

City Administrator/Recorder Mills explained that the law firm originally asked for \$30,000 for each of the three images on the City's website. She went on to explain that years ago when volunteers were helping develop the website, one of them downloaded the images from another website and posted them on the City website without giving credit to the artist.

Councilors asked City Administrator/Recorder Mills to report back to the Council when she received a response to her letter.

C. Florence Chamber of Commerce Request for \$500 Contribution toward July 4th Fireworks Display

Council President Meyer referred Councilors to their copies of the fundraiser flyer that was included in their meeting packets and asked City Administrator/Recorder Mills if there was money in the City's budget to cover the cost. She said there was not really but the money could come from one of the funds.

There was some discussion about whether or not Dunes City would benefit from contributing to the fireworks display. Councilor Forsythe explained that during his work at the Port of Siuslaw he learned that the cost for Florence to put on the fireworks display was at one time over \$11,000 and going up every year. He went on to explain that the display is a very popular event in Florence and businesses contribute to defray the City's cost.

There was some discussion about how a contribution from Dunes City would benefit Dunes City. Although they applauded Florence's efforts to reach out to the community for financial support, Councilors generally agreed Dunes City would not directly benefit from supporting the event. Councilor Forsythe pointed out that Darlings Resort has a license for fireworks displays and, in the future, Dunes City might want to consider donating to that event.

Following discussion, Councilors agreed that Dunes City should not contribute to the Florence fireworks display. It was noted that the event is a Florence Area Chamber event, not an event presented by the City of Florence itself—a distinction made because the City of Florence is a supporter of Dunes City's Oregon Dunes Triathlon.

D. Resolution Series 2017, No. 6 (3-9-2017) – Amending Policies in the Personnel Handbook to Include A Section Entitled “Safeguarding Social Security Numbers”

City Administrator/Recorder Mills explained that the City's insurance carrier, CIS, has recommended that the City update its personnel policies to specify how the City and its employees safeguard Social Security numbers.

Councilor Mallen made a motion to adopt Resolution No. 6 (3-9-2017). Councilor Wells seconded the motion. The motion passed by unanimous vote.

10. PUBLIC HEARING

There was none.

11. REPORTS

- A. Mayor's Report: There was no report.
- B. Community Center Report: Councilor Wells reported that some lighting fixtures in the Council Chambers need to be replaced. He suggested that the City consider hiring a professional to do the work and funding for the project could be addressed in the budget discussions coming up.
- C. Site Review Report: There was no report. Council President Meyer noted that a Councilor has not been appointed to lead site reviews and he went on to note that Mayor Ruede may want to reorganize some of the Committees when she is back to work.
- D. Water Quality Report: Water testers did not submit a report, likely due to the inclement weather.
- E. Ad Hoc Committee on Tsiltcoos Lake Club Roads: There was no meeting this month.
- F. Public Works Maintenance Supervisor's Report: There was no report.
- G. Emergency Services Report: City Administrator/Recorder Mills reported that she and Councilor Orr attended the February 27th WLEOG meeting held here at City Hall. She also reported: There will be an Emergency Medical Responders Class for Mapleton and Florence in the near future; CERT has a new Coordinator, Don Mahardy; CERT will be organizing ATC20 Training (training people to inspect buildings after an earthquake or other event that might damage buildings) in the future and local building contractors are encouraged to attend; there has been significant flooding in Florence, and in Dunes City as well. The next WLEOG meeting will be March 20th at Florence City Hall. Councilor Orr mentioned that he is taking the CERT training and now has his Amateur Ham Radio operator's license.
- H. City Administrator/Recorder/Planning/Staff Report: City Administrator/Recorder Mills reported that permits issued in January included five electrical, four mechanical, two structural, and one plumbing. She also reported that: The Planning Commission met on February 23rd and new Commissioner, Barry Sommer, was sworn in.

She went on to report that the Planning Commission has requested guidance from the Council about how to proceed with marijuana issues in Dunes City and she suggested that the Council and the Commission arrange a joint work session to discuss issues. Councilors agreed to schedule the work session on Thursday, March 30th at 4:00 pm after the preliminary budget meeting. Staff agreed to confirm that Planning Commissioners' availability.

City Administrator/Recorder Mills went on to report that PeaceHealth has agreed to sponsor the Oregon Dunes Triathlon again this year, joining Three Rivers Casino, Darlings Resort, and the City of Florence. She also reported that Staff has scheduled the Paddle Only Poker Run event for August 19th and Darlings Resort has agreed to help organize and host.

Finally, City Administrator/Recorder Mills announced that Permit Technician, Renee Green, has accepted a position in the Planning Department of Linn County and will tender her two-week notice next week. City Administrator/Recorder Mills will work with Cardinal Services to find candidates to fill her position. Councilor Forsythe offered to help interview the applicants, as did Council President Meyer.

12. FOR THE GOOD OF THE ORDER

Councilor Forsythe, who coaches the Siuslaw High School wrestling team, reported that four of the team's athletes made it to State finals. Out of 38 schools in SHS's division, two young men didn't get to the final rounds, but won one and lost two, scoring very well even in the losing matches. Ricky Huff is the State champion at 113. Canan Lane finished fifth. The team did so well in scoring that they finished 12th overall out of the 38 schools.

13. ADJOURNMENT

Councilor Orr made a motion to adjourn. Councilor Mallen seconded the motion. There was no vote taken.

Council President Meyer adjourned the meeting at 7:45 pm.

APPROVED BY THE DUNES CITY COUNCIL ON THE 13th DAY OF APRIL 2017.

[Signed copy available at City Hall]

Rebecca Ruede, Mayor

ATTEST:

[Signed copy available at City Hall]

Jamie Mills, City Administrator/Recorder